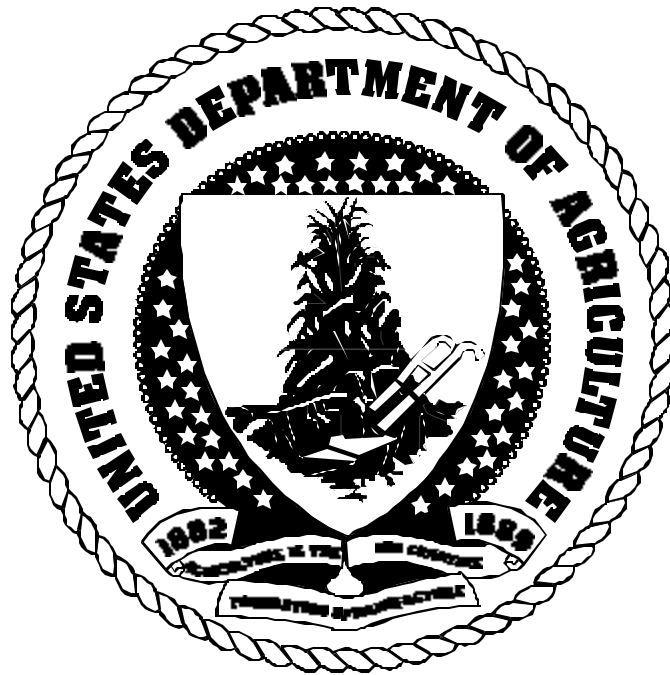


# Agricultural Research Service



Learner's Guide

FFIS Training  
SUSF Management Module

October 2001

Prepared for

U.S. Department of Agriculture

ARS



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# Module Overview



# Introduction

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## *Welcome*

Welcome to the United States Department of Agriculture (USDA) Agricultural Research Service SUSF Management training. This module provides you with the practical skills that you will need to perform certain types of interface document error correction using the Foundation Financial Information System (FFIS).

---

## *Purpose*

The purpose of this training module is to familiarize you with:

- ◆ How to use SUSF
  - ◆ SUSF management responsibilities
  - ◆ General overview of the USDA interfaces and their respective operation
  - ◆ Frequent interface errors and solutions to these errors
- 

## *Audience*

This module is for individuals who are responsible for correcting interface documents.

---

## *Prerequisites*

Individuals who are to attend the SUSF Management FFIS training module should have attended the mandatory System Overview/Navigation training module, and:

- ◆ Be familiar with FFIS navigation
  - ◆ Be familiar with the Accounting Code Classification Structure (ACCS)
  - ◆ Know how to create documents in FFIS
  - ◆ Have an FFIS User ID, and be able to access the FFIS training environment
-

## Introduction, *continued*

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### *Objectives*

Upon completion of this module, you will be able to:

- ◆ Understand how transactions entered into the USDA feeder systems are transferred to the SUSF table in FFIS
  - ◆ Understand how to use the SUSF Management training materials to identify transactions associated with each USDA feeder system
  - ◆ Identify a rejected document on the SUSF table and the corresponding error code
  - ◆ Correct rejected documents
- 

### *Foundation Financial Information System*

The Foundation Financial Information System (FFIS) is a mainframe software package that is designed to meet stringent budget and funds control needs, as well as complex multi-fund accounting and reporting needs. FFIS performs these primary functions:

- ◆ Maintains a general ledger from which a variety of external reports can be produced
  - ◆ Maintains a cumulative account balance
  - ◆ Uses the U.S. Standard General Ledger for compliance
-



# Document Suspense File (SUSF)



## Introduction to SUSF

---

### *Role of the Suspense File*

The Document Suspense File (SUSF) stores and maintains all documents entered in FFIS at all stages of their life cycle, including:

- ◆ Held and pending documents for further data entry, processing or approval
  - ◆ Rejected documents maintained for correction or approval
  - ◆ Deleted documents which remain in the Suspense File for a pre-defined amount of time
  - ◆ Accepted documents not yet archived
- 

### *Viewing SUSF*

You can review the contents of the Document Suspense File on the Document Suspense Index 1 Table, also known as the Document Suspense File Table (SUSF). After logging into the system, follow these steps:

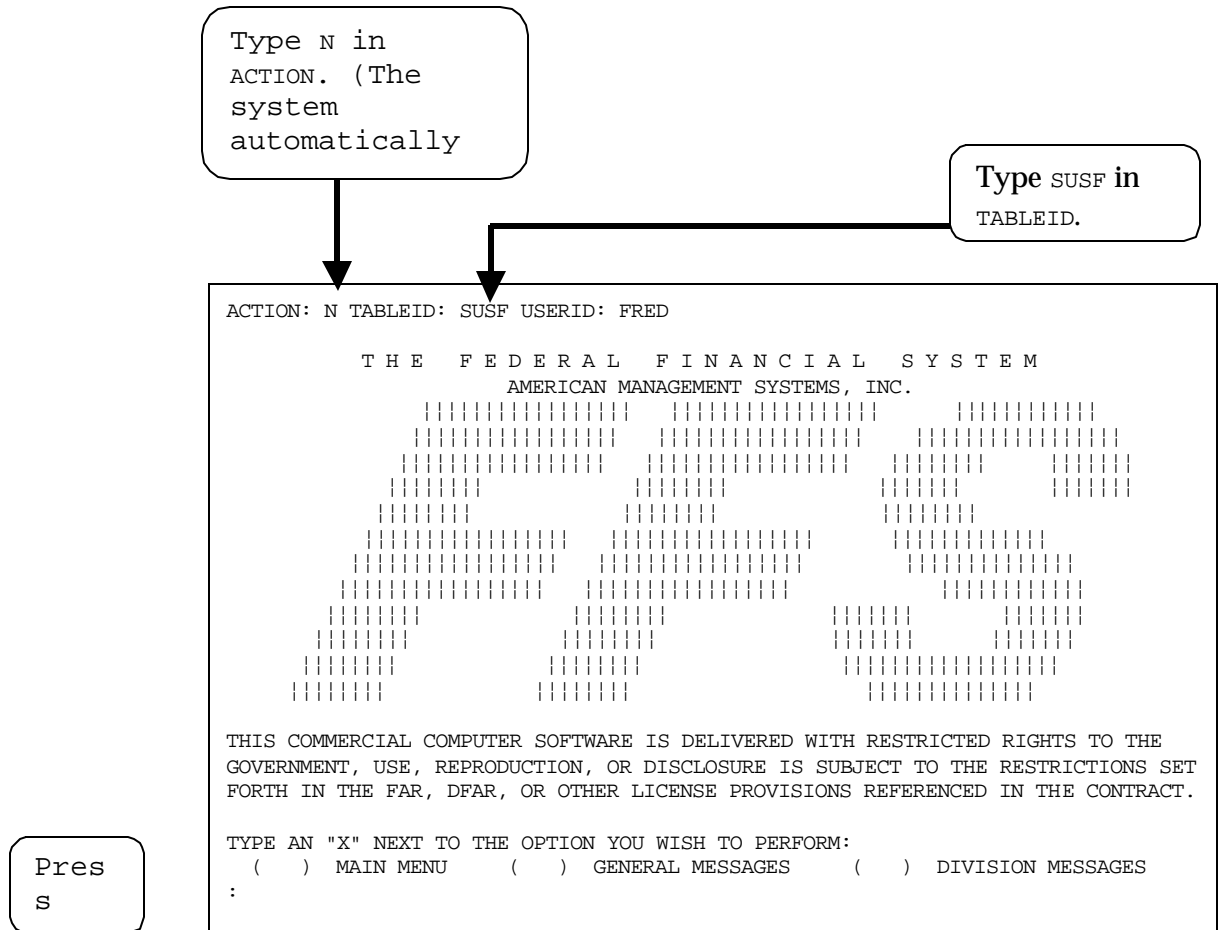
Step	Action
1	Type N in ACTION. (The system automatically jumps to the next field.)
2	Type SUSF in TABLEID.
3	Press Enter.

---

## Introduction to SUSF, *continued*

*Example*

This is a depiction of where information should be entered on the FFIS entry screen.



## Introduction to SUSF, continued

### Example

After you have pressed `Enter`, this is an example of the next screen.

```

ACTION: S   SCREEN: SUSF USERID: FRED          DOCUMENT SUSPENSE INDEX 1
FUNCTION:                                         SEC2:

      ----BATCH ID----  -----DOCUMENT ID-----
      SEL  TRAN  SEC1  NUMBER  TRAN  SEC1      NUMBER      STAT  APPRV  LAST  LAST  PROCESS
      -   -   -   -   -   -   -   -   -   -   -   -   -   -   -
00-
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-

```

## Displaying records

To display records on the SUSF Table screen, follow these steps:

Step	Action
1	Type S in ACTION.
2	Tab to DOCUMENT ID fields of line 00.
3	Type in the transaction code of the record you are seeking under TRAN.
4	Tab to SECL, and type in the division code.
5	Tab to NUMBER, and type in the document number.
6	Press Enter.  The document you've requested will be displayed.



When opening a document from SUSF, you are actually going to another location in the database. When you exit the specific document and return to view SUSF, the data has been stored sequentially, not by status. This will allow you to only view the documents subsequent to the one just viewed.

## Introduction to SUSF, *continued*

### *Fields of SUSF*

The table below shows the definitions of the fields on SUSF:

Field	Value
ACTION	The primary field of input to move from table to table, or to change elements of records in tables (where allowed).
TABLEID	A four-character identifier to distinguish individual tables.
USERID	The system automatically assigns the first four characters of your FFIS User ID (with which you logged in) to the USERID field.
FUNCTION	Used to specify special SUSF commands to: <ul style="list-style-type: none"><li>• Begin data entry</li><li>• Correct a batch or document</li><li>• Process a batch or document</li><li>• Change the status of a batch or document</li></ul>
SEC2	If the user's authority for entering documents is restricted to certain SEC2 (security) codes, the SEC2 field must be completed during the New or Copy functions to identify the level of security of the user.
SEL	Specifies the batch or batch document to be processed by placing an X in the corresponding SEL (selection) field.
BATCH ID & DOCUMENT ID	The SUSF table is keyed by unique BATCH ID and DOCUMENT ID field information.  Each BATCH ID and each DOCUMENT ID is comprised of three elements: transaction code, division ('OMNI'), and batch or document number.
STAT	The processing STAT (status) code is five characters indicating the status of a document or batch ticket.
LAST DATE	Displays the last access date in YYMMDD format.
LAST USER	Displays the User ID of the last terminal used to access that document or batch.
PROCESS DATE	Shows the date the document or batch was processed.

## Introduction to SUSF, *continued*

---

### *Document status*

The **STAT** field on SUSF displays codes denoting the status of the document. The table below describes each FFIS status code:

Status	Description
ACCPT	Document accepted through PASS 2. Data entered on the document has updated the tables.
BHELD	Document in held batch. It is neither deleted nor accepted.
BRJCT	Document in a rejected batch. It is neither deleted nor accepted.
BSCHD	Document in batch scheduled for offline processing. It is neither deleted nor accepted.
DELET	Document is marked for deletion. The document or batch of documents was deleted before being processed through PASS 2; it can no longer be accessed online.
HELD	Document is on hold. The document or batch of documents may not have been processed through PASS 1 and will not be processed further until otherwise scheduled.
PENDn	<p>Document is pending approval–level n. The document or batch has successfully satisfied all PASS 1 edits, but was rejected because the level of approval has not yet been applied.</p> <ul style="list-style-type: none"><li>• PEND1–Pending Level 1 Approval</li><li>• PEND2–Pending Level 2 Approval</li><li>• PEND3–Pending Level 3 Approval</li><li>• PEND4–Pending Level 4 Approval</li><li>• PEND5–Pending Level 5 Approval</li></ul>
REJCT	Document is rejected. It has errors and cannot be accepted as is.
SCHED	Document is scheduled for offline processing.

---

## Introduction to SUSF, *continued*

---

*Searching for  
document status*

To scan the SUSF table for all documents with a particular transaction code in any status, follow these steps:

Step	Action
1	Tab to STAT on line 00, and type in the status.
2	Press Enter.  This will retrieve all documents in the entered status regardless of the transaction code.



Users may scan for all documents in either Accept (ACCPT), Rejected (REJCT), Held (HELD), Deleted (DELET) or Scheduled (SCHED) status.



# SUSF Management Responsibilities

---

## *Introduction*

Users must manage and process documents found on SUSF. ARS will develop a formalized plan for managing the SUSF table by identifying the role of the user or other parties responsible for working documents on SUSF.



Key in the responsibility of SUSF management is document correction. All documents not in the ACCPT (accepted) status on SUSF require further action. Documents in REJCT (rejected) status require correction by users.

---

## *Unaccepted documents*

It is essential that the unaccepted documents in SUSF be managed on a regular basis. Users must do one of the following:

- ◆ Correct information on the document
  - ◆ Approve the document
  - ◆ Process the document until it reaches the ACCPT (accepted) stage
  - ◆ Delete/discard the document
-

## SUSF Management Responsibilities, *continued*

### *Document correction*

While processing documents in FFIS, users will encounter errors. If the document does not accept once processing is complete, you will receive an error message at the bottom of your screen.

### *Types of errors*

The table below explains the three types of errors in FFIS:

Error	Definition
Warning Error	Advises you of situations, which may need further attention. These errors do not prevent you from completing the processing of the document (accepted status). The last character of the code associated with the message is always W.
Overrideable Error	Advises you of situations requiring special attention. These errors do prevent you from processing successfully. An individual with the proper authority may override the error, and the document can be completed and accepted. The last character of the code associated with an overrideable error message is always O.
Fatal Error	Indicates that something is wrong (i.e., an invalid code was entered or a required field was left blank). These messages do prevent you from processing successfully. In receiving this error message, you must correct the problem or the document will be rejected. This type of error message can be identified by the last character of its error code, which is always E.

### *Accessing ERRG*

A complete list of warnings and error messages is maintained online in the Error Guide Table (ERRG), which displays an explanation for each error, accompanied by suggestions for resolving the problem encountered.

In order to resolve errors, you access the ERRG table by following the steps below:

Step	Action
1	Arrow down to the System Message Line so that the cursor is on the error message.
2	Press Enter. The ERRG table is displayed.

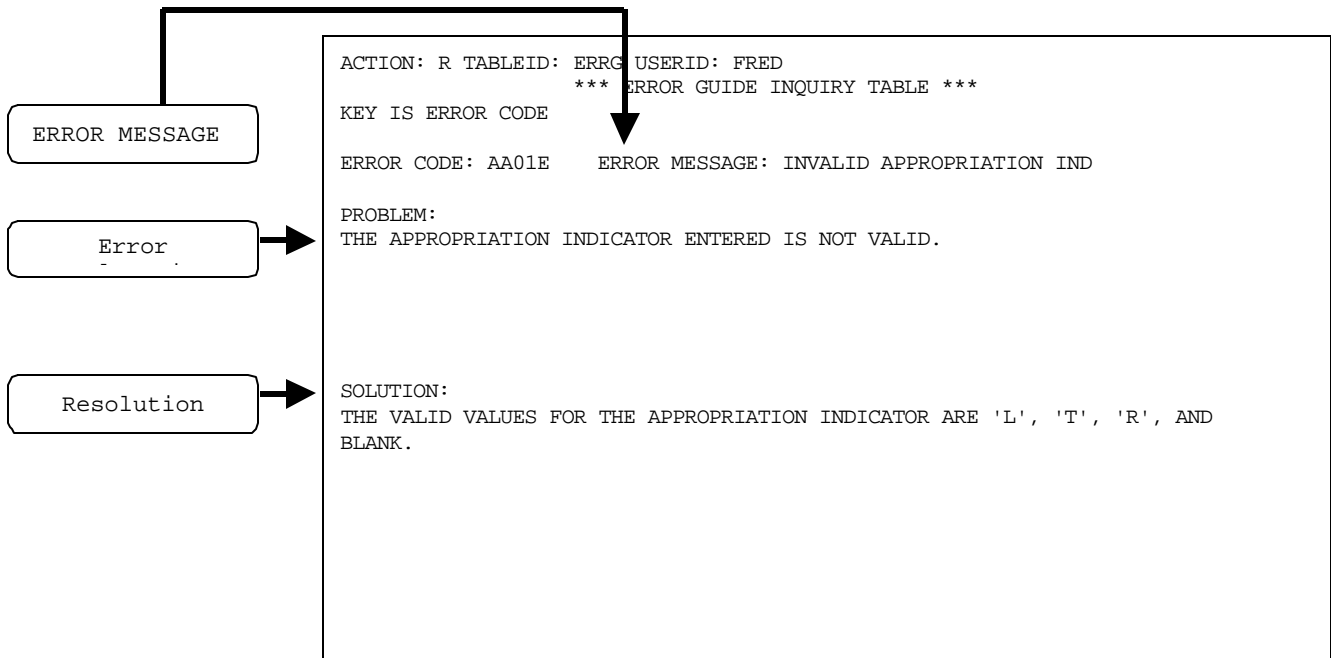
---

## SUSF Management Responsibilities, *continued*

---

*Error Guide Table*  
(ERRG)

The following screen depicts the error code that is displayed in the document system message, a title for the error, the explanation of what the error is, and finally a solution to resolve the error:



## Rejected Documents

---

### *Identifying rejected documents*

Follow the steps below to identify rejected documents on SUSF:

Step	Action
1	Type S in ACTION.
2	Tab to STAT on line 00, and type REJCT.
3	Press Enter, and the SUSF screen will display rejected documents.  R (for refill) will appear in ACTION.  Press Enter to view additional rejected document files.
4	Type S in ACTION.
5	Tab to the line of the rejected document that you wish to correct, and press Enter.  The rejected document screen will appear.
6	Read all error messages, and proceed with corrections.



Use the Summary of Feeder Transactions Listing (Appendix A) to identify the feeder system and the type of transaction that has rejected.

## Rejected Documents, *continued*

*Rejected  
documents by  
transaction code*

Follow the steps below to identify rejected documents by transaction code on SUSF:

Step	Action
1	Type S in ACTION, and type SUSF in TABLEID.
2	Tab to TRAN (under the Document ID fields) in line 00, and type in the two-character transaction code.
3	Tab to STAT, and type REJCT.
4	Press Enter, and the SUSF screen will display rejected documents.  R (for refill) will appear in ACTION.  Press Enter to view additional rejected document files.
5	Type S in ACTION. Tab to the line of the rejected document that you wish to correct, and press Enter.  The rejected document screen will appear.
6	Read all error messages, and proceed with corrections.

*Identifying  
documents by  
status*

Follow the steps below to identify documents with a selected status code on SUSF:

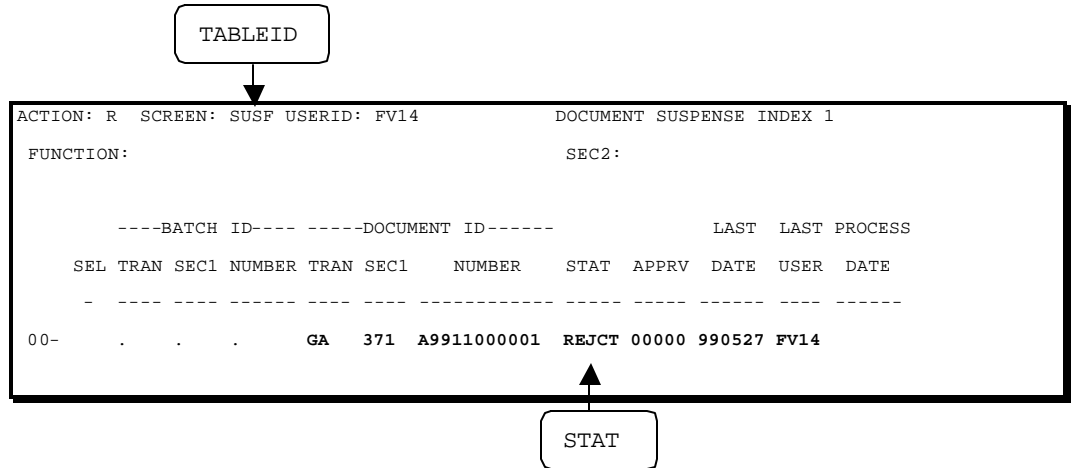
Step	Action
1	Type S in ACTION.
2	Tab to STAT on line 00, and type the appropriate status to produce the desired listing.
3	Press Enter, and the SUSF screen will display rejected documents.  R (for refill) will appear in ACTION.  Press Enter to view additional document files.
4	Type S in ACTION. Tab to the line of the document that you wish to review, and press Enter.  The selected document screen will appear.

## Rejected Documents, *continued*

---

*Example of  
rejected document  
on SUSF*

Below is an example of a rejected document on SUSF.



## Rejected Documents, continued

Example of  
rejected document  
from PRCH

Below is an example of a rejected document from PRCH.

STATUS

↓

COMMND:	DOCID: GA	371	A9911000001	09/11/99 10:05:32
STATUS: REJCT	BATID:		SEC2:	
MISCELLANEOUS ORDER DOCUMENT				
MO DATE:	ACTION: E	ACCTG PD:		
VENDOR CODE: 121212121 A	TRANS TYPE: 01	DOC TYPE:		
NAME: STRAWBERRIES				
ADDRESS: I M FURRY	EFFECTIVE DATE: 05 27 99			
PO BOX 1232	END DATE:			
WHITEOUT	MT97503	NEG PYMT DAYS:		
CONTACT:		NO OF OPTIONS:		
COMMENTS:		RESP PERSON:		
ALT PAYEE:	/	BUYER:		
RCVR REQD:	INV REQD:	PURCH METHOD:	PRINT PO:	
TEXT TYPE:	CONF ORDER:	INVITATION #:		
ASSOC ORDER:		CONTRACT #:		
BFYS:	FUND:	DOCUMENT TOTAL: 5.00		
	REF REQ:	BLANKET NUMBER:		
	DISCOUNT %:	DAYS:		
	DISCOUNT %:	DAYS:		
	DISCOUNT %:	DAYS:		

COMMND: MORE	DOCID: GA	371	A9911000001	09/11/99 10:06:23
STATUS: REJCT	BATID:		SEC2:	001-001 OF 001
01-				
LINE: 001	REF REQ-LINE:	BUDGET FYS: 11	00	
FUND: 019	BUDGET ORG/SUB:	COST ORG/SUB:	/	
PGM:	BOC /SUB: 2341 /	RPTG:		
JOB NO:	CLOSED BFYS:	CLOSED FUND:		
AMOUNT: 5.00	I/D: P/F:	ASSOC ORDER:		
DESCR:				
A--*HP03-DOCUMENT ERRORS DETECTED				
01-CD12E-BUD FISC YR > ACCTG PD FISC YR				
01-CD14E-BUD FISC YR NOT IN FISC YR TBL				
01-CD17E-END BUD FY NOT IN FISC YR TBL				
01-CE03E-INVALID FUND				
01-CE29E-MISSING BUDGET ORGN				
01-SC02E-APPORTIONMENT NOT FOUND				
01-SC030-INSUFFICNT APPORTIONMENT FUNDS				
01-SC14E-ALLOCATION NOT FOUND				
01-SC150-INSUFFICIENT ALLOCATION FUNDS				
01-SC17E-SUB-ALLOCATION NOT FOUND				
01-SC180-INSUFFICIENT SUBALLOC FUND				
S01-SC05E-ALLOTMENT NOT FOUND				
01-SC060-INSUFFICIENT ALLOTMENT FUNDS				

Error



## Common Interface Error Messages

---

### *Introduction*

The purpose of this section is to present the most common errors related to the use of the USDA interfaces and the associated solutions.



Common errors specifically related to the PRCH, TRVL, and PCMS interfaces are noted within their respective sections in the Interface portion of this chapter.

### *Common error messages*

Some of the common error messages that may be encountered are:

- ◆ Invalid Vendor Code
- ◆ Invalid Accounting (BFY, FUND, ORGN, PGMT, RPTG)
- ◆ Line Does Not Match Prior Order
- ◆ Oblig Against Expired Account
- ◆ Zero Line Amount Not Allowed
- ◆ Decr > Line Amount And Decrease > Open Balance
- ◆ Acc Amt > Obl Line Amt And Use P/F = F To Do Tol Chks
- ◆ Exp Amt > Acc Line Amt And Use P/F = F To Do Tol Chks
- ◆ Exp Amt > Obl Line Amt And Use P/F = F To Do Tol Chks
- ◆ Vendor Not = Original

Details about each of these error messages are described in subsequent sections.

---

### *INVALID VENDOR CODE*

The `INVALID VENDOR CODE` error may occur on interface-generated documents when the vendor code does not match what is on the FFIS Vendor Reference Table (VEND).

## Common Interface Error Messages, *continued*

SOLUTION: Verify whether or not the vendor code is valid.

If ...	Then ...
it is valid,	contact the Vendor Administrator to add it to the VEND table.
it is <b>not</b> valid,	correct the vendor code through the specific feeder by canceling the original transaction and creating a new one with the correct vendor code. Contact the appropriate staff to have the rejected document deleted from the SUSF table in FFIS.

VEND Table

Below is an example of the VEND table screen:

VENDOR CODE	
ACTION: S TABLEID: VEND USERID: FV057	
VENDOR REFERENCE TABLE	
KEY IS VENDOR CODE	
VENDOR CODE:9311234567 A      VENDOR NAME: FBJ Contracting	
ADDR LINE 1:1922 SW Reindeer Ave      VEND TYPE:      VEND TYPE CAT: N	
ADDR LINE 2:      MISC VEND:      GROUP CK IND: N	
ADDR LINE 3:North Pole      OR 97756      PHONE: 5414143561	
CONTACT:      GRP BILLS:      GROUP DUNNING: N	
COMMENTS: Vendor Express @ NFC      ACTIVE VENDOR: A	
AR CONTACT:      VEND/PROV CODE: B HOME ORG:	
CUST REF #: FS 1106      CUST TYPE:	
CUST ACCT: 68-971570070      CREDIT CARD: N	
PAYMNT HOLD: N      FACTS DEPT ID:      FACTS BUREAU ID:	
PAY LAG: 00      LAST PAY DATE:	
CALENDAR YTD DISB:      89,165.80      1099 VEND: Y	
PROMPT PAY TYPE: O      SOC SEC/FEDERAL ID #: 931234567	
VENDOR NAME XREF:	
-- BANK INFORMATION --	
EFT FLAG: A BANK NAME: Polar Bank      BANK NUMB:12288800 0	
ACCT NUMB:0247839209      BANK ACCT TYPE: C	
CITY: North Pole      STATE: OR      ZIP CODE: 97756	
CORR BANK:      CORR BANK NUMB:	

## Common Interface Error Messages, *continued*

---

*INVALID  
ACCOUNTING (BFY,  
FUND, ORGN, PGMT,  
RPTG)*

The INVALID ACCOUNTING (BFY, FUND, ORGN, PGMT, RPTG) error may occur on interface-generated documents, because the accounting code or program code used in the feeder does not exist in the FFIS Program Table (PGMT), Default Values Table (DVAL), or Accounting Classification Code Structure Cross Walk Table (ACXT).

SOLUTION: Verify that the accounting code or program code is valid. If the code is valid, verify that the code exists on the PGMT, ACXT and DVAL tables, and follow the steps below:

If ...	Then ...
the accounting code or program code is valid, but does not exist in one of the reference tables,	Contact your ABFO to add it to the appropriate tables. <ul style="list-style-type: none"><li>• For ARS, the code must be added to PGMT, ACXT and DVAL.</li></ul>
it is <b>not</b> valid, and accounting codes are used,	<ul style="list-style-type: none"><li>• Determine the proper code</li><li>• Lookup the accounting code on ACXT to determine the derived accounting elements (BFY, FUND, DVSN, ORGN)</li><li>• Enter the derived elements into the BFY, FUND, DVSN and ORGN fields of the document line</li><li>• Re-run the document</li></ul>
it is <b>not</b> valid and program codes are used,	<ul style="list-style-type: none"><li>• Determine the proper code</li><li>• Enter the code in the program field of the document</li><li>• Re -run the document</li></ul>

---

## Common Interface Error Messages, *continued*

Below is an example of an INVALID ACCOUNTING error, coming from the feeder.

Example of  
INVALID  
ACCOUNTING error  
screen

FUND (next 6 digits of the accounting/program code)

BUDGET FYS (1<sup>st</sup> 4 digits of the accounting/program code)

Error

```
COMMND: MORE          DOCID: GA   371  A9911000001
STATUS: REJECT        BATID:
01-                   SEC2:          001-001 OF 001

LINE: 001             REF REQ-LINE:          BUDGET FYS: 11  00
FUND: 019000          BUDGET ORG/SUB:      /      COST ORG/SUB:      /
PGM:                  BOC /SUB: 2341 /      RPTG:
JOB NO:               CLOSED BFYS:          CLOSED FUND:
AMOUNT: 5.00          I/D:   P/F:          ASSOC ORDER:
DESCR:

A--*HP03-DOCUMENT ERRORS DETECTED          01-CD12E-BUD FISC YR > ACCTG PD FISC YR
01-CD14E-BUD FISC YR NOT IN FISC YR TBL 01-CD17E-END BUD FY NOT IN FISC YR TBL
01-CE03E-INVALID FUND                    01-CE29E-MISSING BUDGET ORGN
01-SC02E-APPORTIONMENT NOT FOUND          01-SC03O-INSUFFICNT APPORTIONMENT FUNDS
01-SC14E-ALLOCATION NOT FOUND              01-SC15O-INSUFFICIENT ALLOCATION FUNDS
01-SC17E-SUB-ALLOCATION NOT FOUND          01-SC18O-INSUFFICIENT SUBALLOC FUND
S01-SC05E-ALLOTMENT NOT FOUND            01-SC06O-INSUFFICIENT ALLOTMENT FUNDS
```



The errors listed above are all related to an invalid program code. When a document comes through the interface with an invalid program code or accounting code, the first four digits of the program code or accounting code is placed in BUDGET FYS fields, and the next six digits appear in the FUND field.

LINE DOES NOT  
MATCH PRIOR ORDER

The LINE DOES NOT MATCH PRIOR ORDER error occurs on interface generated documents because the accounting data does not match what is in FFIS.

SOLUTION: Space out all of the accounting data on the line screen(s) (BFY, Fund, Budget Org/Sub, Cost Org/Sub, Prog, BOC/Sub, and RPTG ) and run the document.

## Common Interface Error Messages, *continued*

---

OBLIG AGAINST  
EXPIRED ACCOUNT

The OBLIG AGAINST EXPIRED ACCOUNT error is overrideable. It is caused when the fund that is part of the program or accounting code, has expired for the accounting period the document is attempting to post against.

SOLUTION: Call a user with a higher security access and give them the document information to have it overridden.

---

ZERO LINE  
AMOUNT NOT  
ALLOWED

FFIS will not allow the establishment of a zero dollar obligation line.

SOLUTION: Delete the line by entering DL on the COMMAND line, and placing the cursor on the line number to be deleted.

---

DECR>LINE AMT  
and DECREASE>  
OPEN BALANCE

The DECR>LINE AMT and DECREASE>OPEN BALANCE error messages are generally paired. They occur on modification documents, which are attempting to decrease dollar amounts to less than zero. This may happen because of distributed accounting. Distributed accounting uses percentages for distribution across accounting lines. So, there is the possibility for rounding errors once the record reaches FFIS.

SOLUTION: From the document, follow the steps below:

Step	Action
1	Pause to OBLI.
2	On OBLI scan on the document and line number.
3	Compare the rejected line amount to the original line amount.
4	Edit lines to agree with the outstanding obligation.



For PRCH documents,  
validate with PRCH inquiry  
totals prior to editing the  
document.

---

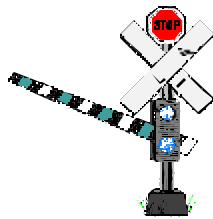
## Common Interface Error Messages, *continued*

---

ACC AMT>OBL LINE  
AMT and USE P/F=F  
TO DO TOL CHKS

The ACC AMT>OBL LINE AMT and USE P/F=F TO DO TOL CHKS error messages typically come in pairs through the PRCH Interface. They appear on receipt (EA) documents when the amount being received is greater than the original obligation amount stored in FFIS.

**SOLUTION:** In this situation, there is more than likely a rejected modification document for an increase to the original obligation. Scan SUSF for the modification document. It will have a TRANS CODE equal to GA or MO and the same SEC1 and Document number as the receipt document you are currently viewing.



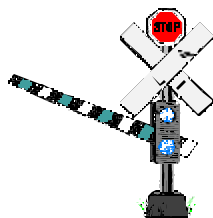
**Warning:** Under no circumstances may you set the P/F flag on the document to F, to force the document to process. Doing so will fully liquidate any outstanding obligation amount. If there are additional receipts for this order, they will reject due to lack of funds.

In the event you cannot locate the rejected modification to the original obligation, contact the help desk.

EXP AMT>ACC LINE  
AMT and USE P/F=F  
TODO TOL CHKS

The EXP AMT>ACC LINE AMT and USE P/F=F TODO TOL CHKS error messages typically come in pairs through the PRCH Interface. It will appear on the payment voucher (VA) document that references a receipt (EA) document when the amount being invoiced is greater than the original receipt amount stored in FFIS.

**SOLUTION:** In this situation, there is more than likely a rejected modification document for an increase to the original receipt. Scan SUSF for the modification document. It will have a TRANS CODE equal to EA and the same SEC1 and Document number as the payment voucher document you are currently viewing.



**Warning:** Under no circumstances may you set the P/F flag on the document to F, to force the document to process. Doing so will fully liquidate any outstanding obligation amount. If there are additional invoices for this order, they will reject due to lack of funds. In the event you cannot locate the rejected modification to the original receipt, contact the help desk.



## Common Interface Error Messages, *continued*

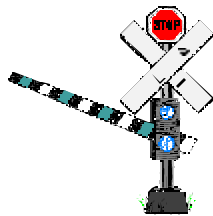
---

EXP AMT>OBL LINE  
AMT and USE P/F  
TO DO TOL CHKS

The EXP AMT>OBL LINE AMT and USE P/F TO DO TOL CHKS error messages typically come in pairs. They appear on the payment voucher (PV, VB, VD) document that references an obligation (MO, GB, GD) document when the amount being invoiced is greater than the original obligation amount stored in FFIS.

**SOLUTION:** For PRCH documents in this situation, there is more than likely a rejected modification document for an increase to the original obligation. Scan SUSF for the modification document. It will have a TRANS CODE equal to GB or GD depending on the payment type. It will have the same SEC1 and first 9 digits of document number as the payment voucher document you are currently viewing.

For PV documents, reduce the amount you are paying to equal the outstanding reference amount (OUTS REF AMT) which shows on your line screen. Then add another line to pay the difference.



**PRCH Warning:** Under no circumstances may you set the P/F flag on the document to F to force the document to process. Doing so will fully liquidate any outstanding obligation amount. If there are additional invoices for this order, they will reject due to lack of funds.

In the event you cannot locate the rejected modification to the original obligation, contact the help desk.

VENDOR NOT=  
ORIGINAL

The VENDOR NOT= ORIGINAL error usually happens on a modification to an obligation. The vendor code must equal the vendor code on the original obligation.

**SOLUTION:** Change the vendor code to match the vendor code on the original obligation document.

**Note:** Alternate payee codes may be used on the payment document.

---



## Common Interface Error Messages, *continued*

---

### *Other Errors*

Document errors related to TELE, MPOL, FTSP, and FEDS need to be corrected and the payment processed. If the error is related to accounting data, you will need to submit correct information to the NFC on the appropriate form to avoid further errors.

---



## Interfaces

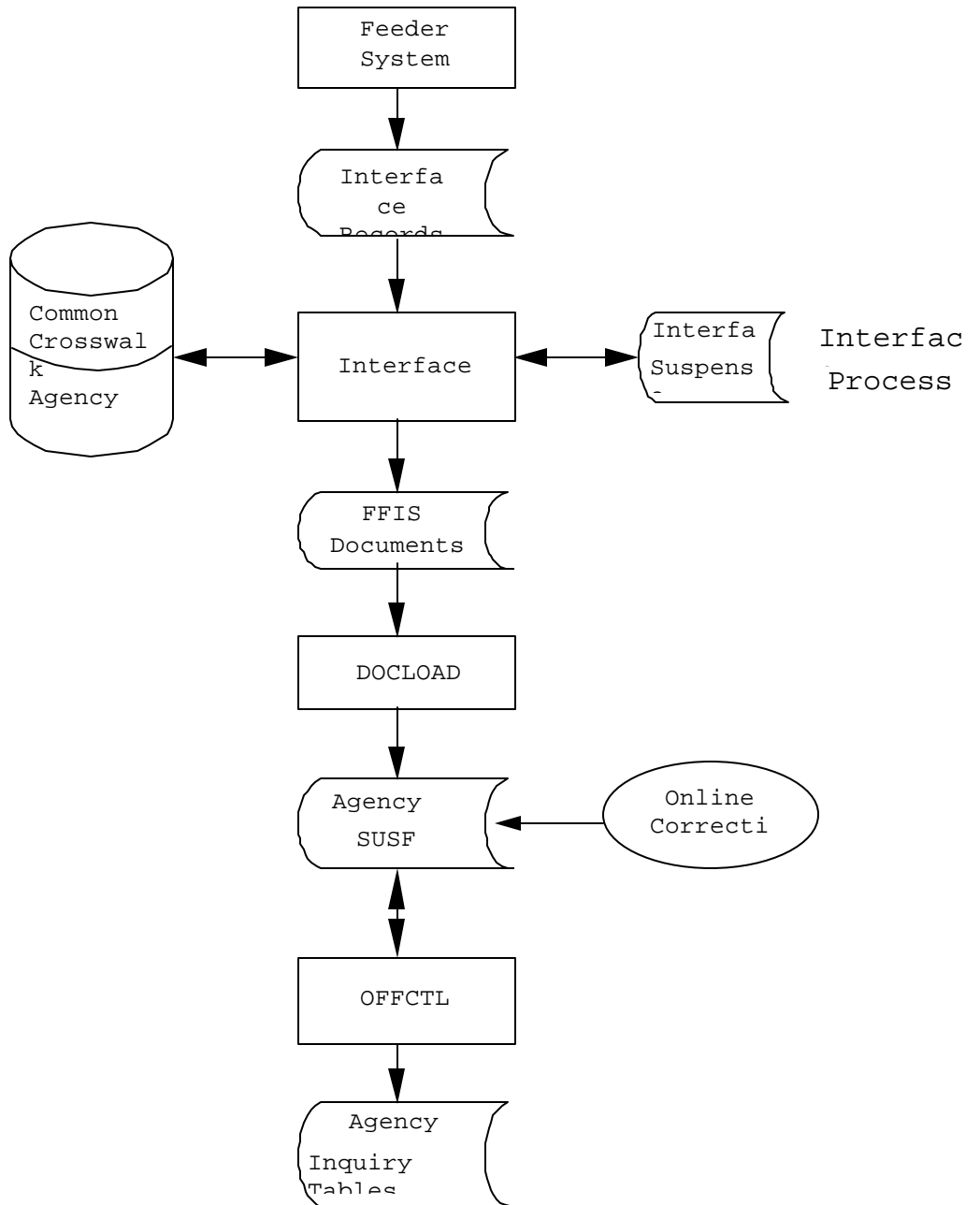


## Interface Operations

---

Flow diagram

The diagram below depicts how the feeder systems and interfaces interact with FFIS:



## Interface Operations, *continued*

---

*Interface  
identifier*



A distinguishing characteristic for each different interface is the transaction codes used. This guide provides a list of each interface's transaction codes within its portion of this section.

*Section  
introduction*

The remainder of this section presents two important components for each USDA interface:

- ◆ Transaction Codes used by each interface
- ◆ Information necessary to use Generic Interface Cross-Reference Table (GIDT) or Travel Interface Document Inquiry Table (TIDT) – the definition for each key field is provided by interface



The Generic Interface Document Tracking (GIDT) table is a link between the transactions that exist in the feeder, and those that are created by the interface in FFIS. This table is basically a crosswalk of feeder transaction to FFIS transaction, and is updated automatically by the interface.

The Travel Interface Document Inquiry Table (TIDT) and the OTRS-FFIS Interface Document Inquiry Table (OIDT) both function the same as GIDT but are only used by the TRVL and OTRS interfaces respectively.

## ABCO to FFIS Interface

---



The ABCO interface is a **two-way interface**. Transactions collected in ABCO are sent to FFIS where they update FFIS tables. The appropriate transactions are also extracted from FFIS and sent back to ABCO. This outward interface process is transparent to the average FFIS user.

### *Transaction codes*

The transaction codes and their descriptions for ABCO to FFIS interface are listed below:

Transaction Code	Document Type
A1	ABCO Billing Document - Billing Document (BD)
A2	ABCO Cash Receipt Document - Cash Receipt Document (CR)
A3	ABCO Voluntary Collection - Cash Receipt Document (CR)
A4	ABCO Travel Advance Repayments-Cash Receipt Document (CR)
A5	ABCO Refunds - Payment Voucher (PV)
A6	ABCO OPAC Reversal - Standard Voucher Document (SV)
A7	ABCO Bank Service Charge - Cash Receipt Document (CR)
A8	ABCO Suspense Postings - Standard Voucher Document (SV)
A9	ABCO Unapplied Postings - Standard Voucher Document (SV)
AG	ABCO History/Closed - Standard Voucher Document (SV)
AH	ABCO History/Closed - Standard Voucher Document (SV)
OE	Out-Of-House Estimated Receivables
WR	ABCO Write Off Document-Write Off Document
A0	ABCO Standard Voucher - Standard Voucher Document (SV)

## ABCO to FFIS Interface, *continued*

*GIDT Table - A1  
Document*

The table below provides the information necessary to use GIDT for ABCO Billing documents:

Field	Definition
Key 1	Position 1-20: ABCO-DEBTOR-NO Position 21-30: ABCO-BILL-NO
Key 2	Not applicable
Key 3	ACCOUNTING-CLASS
Key 4	OBJECT-CLASS

*GIDT Table - A2,  
A3, Document*

The table below provides the information necessary to use GIDT for ABCO Cash Receipt documents:

Field	Definition
Key 1	Position 1-20: ABCO-DEBTOR-NO Position 21-30: BILL-NO
Key 2	Position 1-6: Certificate of deposit number Position 7-16: Check number
Key 3	ACCOUNTING-CLASS
Key 4	OBJECT-CLASS



## CAPS to FFIS Interface

---

### *Transaction codes*

The transaction codes and their descriptions for CAPS to FFIS interface are listed below:

Transaction Code	Document Type
SW	CAPS Payment Voucher - Payment Voucher Document (PV)

### *GIDT Table*

The CAPS to FFIS interface does not use GIDT or TIDT.

## FEDS to FFIS Interface

---

### *Transaction codes*

The transaction codes and their descriptions for FEDS to FFIS interface are listed below:

Transaction Code	Document Type
FO	FEDS Miscellaneous Obligation - Miscellaneous Order Document (MO)
OD	FEDS OPAC Disbursement Direct - Disbursement Document (DD)
FV	FEDS Payment Voucher - Payment Voucher Document (PV)
SF	FEDS Standard Voucher - Standard Voucher Document (SV)

---

### *GIDT Table - FO Document*

The table below provides the information necessary to use GIDT for FEDS obligations:

Field	Definition
Key 1	Position 1-6: Requisitioner Number Position 7-10: Requisition Date Position 11-14: Requisition Serial Number
Key 2	Position 1-35: Requisition Acct. Class
Key 3	BLANK
Key 4	BLANK

---

## FEDS to FFIS Interface, *continued*

*GIDT Table - OD  
Document,  
feeder system  
type is "1"  
(warehouse  
shipment)*

The table below provides the information necessary to use GIDT for FEDS OPAC disbursements:

Field	Definition
Key 1	Position 1-6: Feeder System Requisitioner Position 7-10: Requisition Date Position 11-14: Requisition Serial Number
Key 2	"Last Payment"
Key 3	"Noref"
Key 4	ADNT Number

*GIDT Table - OD  
Document, feeder  
system type is  
"2" (CSC-  
customer supply  
center purchase)*

The table below provides the information necessary to use GIDT for FEDS OPAC disbursements:

Field	Definition
Key 1	Position 1-6: Feeder System Requisitioner Position 7-10: Requisition Date
Key 2	Feeder System Store Purchase Date
Key 3	Feeder System Cash Receipt Number
Key 4	Feeder System FEDS Bill Number

## FEDS to FFIS Interface, *continued*

---

GIDT Table - FV  
Document

The table below provides the information necessary to use GIDT for FEDS payment voucher:

Field	Definition
Key 1	Position 1-6: Feeder System Requisition Number Position 7-10: Feeder System Requisition Date Position 11-14: Feeder System Requisition Serial Number
Key 2	"Payment"
Key 3	Feeder System FEDS Bill Number
Key 4	PV Julian Date

---

## FTSP to FFIS Interface

---

*Transaction  
codes*

The transaction codes and their descriptions for FTSP to FFIS are listed below:

Transaction Code	Document Type
DF	FTSP OPAC Disbursement - Direct Disbursement Document (DD)
VF	FTSP Accrual/Suspense Document - Standard Voucher Document (SV)

---

*GIDT Table - DF  
Document*

The table below provides the information necessary to use GIDT for FTSP Direct Disbursements:

Field	Definition
Key 1	Fiscal Year
Key 2	Feeder Customer Number
Key 3	OPAC Bill Number
Key 4	Billing Month

---

## GVTS to FFIS Interface

---

### *Transaction codes*

The transaction codes and their descriptions for GVTS to FFIS interface are listed below:

Transaction Code	Document Type
G1	GVTS Payment Vouchers - Payment Voucher Document (PV)
G2	GVTS Travel Invoice - Travel Invoice Document (TN)
G3	GVTS Standard Voucher - Standard Document (SV)

---

### *GIDT Table - G2 Document*

The table below provides the information necessary to use GIDT for GVTS Travel Invoice documents:

Field	Definition
Key 1	GVTS Invoice Number GVTS Invoice Supp Number GVTS Account Number
Key 2	Normal/Reversal Code SEC1 GVTS Ticket Number GVTS Ticket Number Seq Number
Key 3	CAS Accounting Structure Code
Key 4	Object Class

---

## FFIS to MINC Interface

---



The MINC interface is a **one-way outward interface**. The appropriate transactions are extracted from FFIS and sent to MINC. This outward interface process is transparent to the average FFIS user.

### *Interface Operation*

The Miscellaneous Income Reporting System (MINC) feeder system creates consolidated department-wide 1099 forms at the end of the year. The MINC interface will extract and pass 1099 reportable transactions recorded in FFIS to MINC.

The FFIS-MINC Interface will select 1099 related records from the FFIS GENJ file based on the following criteria:

- ◆ 1099 reportable flag for the Vendor Id in the VEND table
- ◆ 1099 reportable flag for the Object Code in the BOCT table
- ◆ Cash Account Indicator in the GLAC table

If all three flags are set to 'Yes', then the interface will build a record to be added to the file that will be fed to MINC on a daily basis.

### *Transaction codes*

Because the FFIS to MINC interface is a one-way outward interface, FFIS documents are not generated.

### *GIDT Table*

The MINC to FFIS interface does not use GIDT or TIDT.

## MPOL to FFIS Interface

---

### *Transaction codes*

The transaction codes and their descriptions for MPOL to FFIS interface are listed below:

Transaction Code	Document Type
DM	MPOL Direct Disbursement Document - Direct Disbursement Document (DD)
VM	MPOL Suspense Document - Standard Voucher Document (SV)

### *GIDT Table - DM Document*

The table below provides the information necessary to use GIDT for MPOL Direct Disbursements:

Field	Definition
Key 1	Fiscal Year
Key 2	BOAC Number
Key 3	Last 6 positions of OPAC Bill Number
Key 4	MPOL-Date (billing month)



## OTRS to FFIS Interface

---



The OTRS interface is a **two-way interface**. Transactions collected in OTRS are sent to FFIS where they update FFIS tables. The appropriate transactions are also extracted from FFIS and sent back to OTRS. This outward interface process is transparent to the average FFIS user.

*Transaction codes*

The transaction codes and their descriptions for OTRS to FFIS interface are listed below:

Transaction Code	Document Type
OS	OTRS Standard Voucher Document



A manual entry document is also used in conjunction with the OTRS-FFIS interface. The **O2 document** is a standard voucher document used to reverse the OS document.

*GIDT Table*

The OTRS to FFIS interface uses OTRS-FFIS Interface Document Inquiry Table (OIDT) rather than GIDT or TIDT.

## PACS to FFIS Interface

---

### *Interface Operation*

The Payroll Accounting System (PACS) creates accounting records based on the payroll disbursements initiated in the USDA's Payroll System (PAYE).

The PACS to FFIS Interface records the accounting impact of expenditures, which occurred for a pay period (PY documents), in addition to recording the accounting impact of withholdings which occurred for a pay period (TW documents). Additional key functions of PACS include:

- ◆ Interface-generated payroll documents are created at a summary level, not at a detailed employee level
  - Detailed payroll information can be obtained in the data warehouse
- ◆ With few exceptions, payroll documents created by the Interface are handled offline and will not appear on SUSF
- ◆ The Interface also has special processing to handle document errors (GS and GW documents)
- ◆ In addition, the Interface has processing to handle special circumstances:
  - M-Cycle (MP, MT, MS and MW documents)
  - Month-End Accruals (YA documents)

## PACS to FFIS Interface, *continued*

---

### *Transaction codes*

The transaction codes and their descriptions for PACS to FFIS interface are listed below:

Transaction Code	Document Type
PY	PACS Standard Voucher (SV)
GS	PACS Default Accounting for Salary and Expense - Standard Voucher (SV)
MP	PACS Self Reversing for M-cycles - Standard Voucher (SV)
MS	PACS Self Reversing for M-cycles - Standard Voucher (SV)
TW	PACS Liability for Employee Withholding - Standard Voucher (SV)
GX	PACS Liability for Employee Withholding - Standard Voucher (SV)
GW	PACS Default Accounting for Withholding - Standard Voucher (SV)
MT	PACS Self Reversing for M-cycles - Standard Voucher (SV)
MW	PACS Self Reversing for M-cycles - Standard Voucher (SV)
YA	PACS End of Period Accruals - Standard Voucher (SV)

### *GIDT Table*

The PACS to FFIS interface does not use GIDT or TIDT.

## PCMS to FFIS Interface

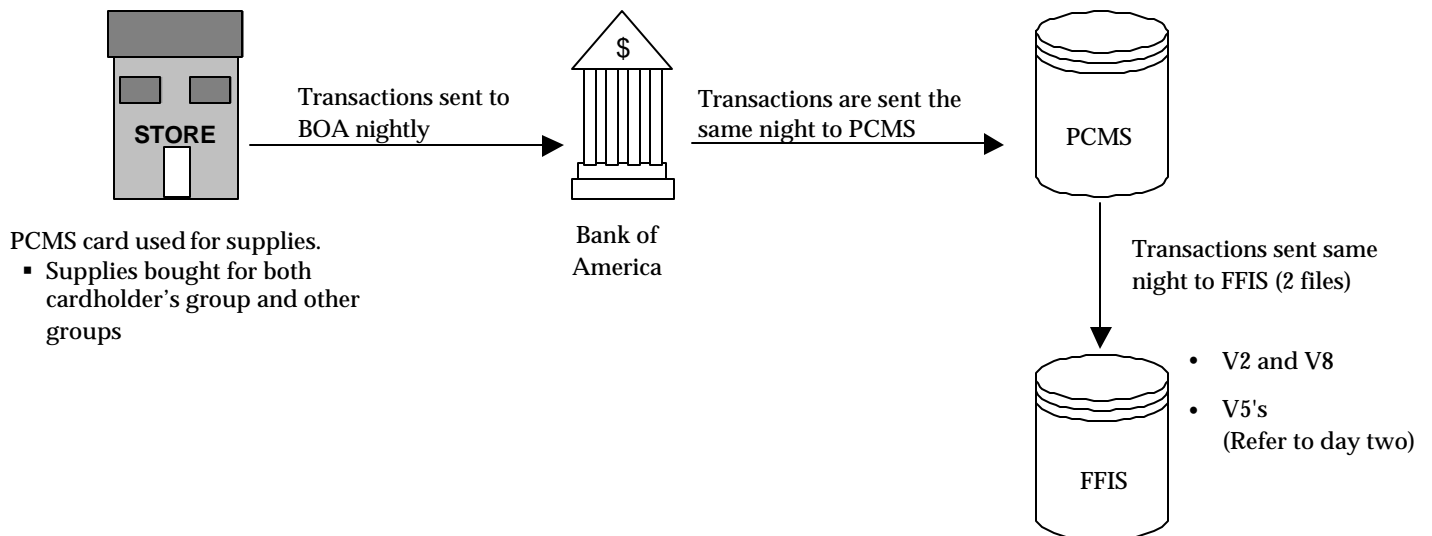


The PCMS interface is a **two-way interface**. Transactions collected in PCMS are sent to FFIS where they update FFIS tables. The appropriate transactions are also extracted from FFIS and sent back to PCMS. This outward interface process is transparent to the average FFIS user.

### Interface Operation

The sections below provide a detailed diagram of the PCMS to FFIS interface process.

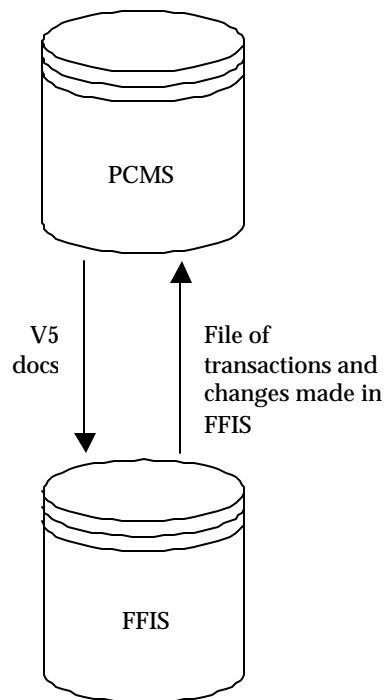
### DAY ONE



## PCMS to FFIS Interface, *continued*

---

### DAY TWO



User goes into PCMS to review purchases and ensures the accounting used (currently default) is correct for all purchases. When making purchases for a different group, the other group's purchases would have a different accounting code/distribution used.

This change in accounting would prompt interface to create aV5 (SV) document.

If the files transfer without errors, then the process is complete for the day. Updates may be reviewed on the GSCH, GSCL and FTVT tables.

If the file transfer contains errors the user must make corrections in FFIS. When the correction is made, the nightly file is sent back to PCMS. These files will overwrite what PCMS currently contains.

Users will encounter the same types of errors in PCMS as in other interfaces. (Invalid accounting, missing or invalid ACED and ACEN table entries, missing ACXT entries, and Fund Control issues).

## PCMS to FFIS Interface, *continued*

---

The transaction codes and their descriptions for PCMS to FFIS interface are listed below:

Transaction Code	Document Type
V2	PCMS Payment Voucher
V8	PCMS Standard Voucher - Cardholder Details
V5	PCMS Standard Voucher - Cardholder Modifications



FFIS users will NOT enter new V2, V8, or V5 documents on-line.

The sections below provide more detailed information on each of the transaction codes used by PCMS.

### V2 Documents

The FFIS Payment Voucher created by PCMS will record the PCMS Invoice Payment. All of the payments are summed on one document that is created daily by the interface and sent to the Bank. PCMS records payment to the Bank out of the Agency's Clearing Account. The SEC1 code used to create documents is a default established in PCMS by the agency (SEC1 codes are useful for SUSF lookup).

## PCMS to FFIS Interface, *continued*

---

### V8 Documents

The FFIS Standard Voucher document created by PCMS will record the PCMS expenses against the agency clearing account. The V8 document will consist of at least two lines:

- ◆ Line 001 replenishes the Agency's Clearing Account.
- ◆ Lines 002-999 record the actual Agency Accounting.

The SEC1 code used to create documents is a default established in PCMS by the agency (SEC1 codes are useful for SUSF lookup).

### V5 Documents

The FFIS Standard Voucher document created by PCMS will modify previously accepted V8 or V5 documents. The first set of lines reverses the effect of the previously accepted document and the second set of lines charges the correct Agency Accounting.

---

### *Interface Tables*

The PCMS-FFIS Interface will create records for updating the Generic Schedule Control Header Inquiry Table (GSCH), and the Generic Schedule Control Line Inquiry (GSCL). In addition, file transmission verification may be reviewed on the File Transmission Verification Table (FTVT). The sections below provide more detailed information on each of the interface tables updated by PCMS.

## PCMS to FFIS Interface, *continued*

---

### Generic Schedule Control Header Inquiry Table (GSCH)

Once the Payment Control Process is executed, the GSCH Table is used to determine which V2 documents have been accepted into FFIS. Once all V8 documents corresponding to V2 documents are accepted, V2 records are deleted from GSCH. Below is an example of a GCSH entry in FFIS.

```
ACTION: R TABLEID: GSCH USERID: NF03
*** GENERIC SCHEDULE CONTROL HEADER INQUIRY TABLE ***
KEY IS AGENCY CODE, FEEDER ID, CONTROL ID
AGENCY CODE: 11
FEEDER ID: PCMS
```

CONTROL ID	CONTROL TOTAL	ACC/DEL TOTAL
01_ B0094002012	0.00	0.00
02_ B0105122000	0.00	0.00

### Generic Schedule Control Line Inquiry Table (GSCL)

The GSCL Table will indicate which V8 documents corresponding to transactions on a PCMS invoice have been accepted into FFIS. The status indicator on GSCL will be an 'A' if the V8 document has been accepted into FFIS. The status indicator on GSCL will be an 'L' if the V8 document has been loaded into FFIS. This process helps users determine the status of PCMS originated documents within FFIS. GSCL will be updated when the Payment Control Program runs to determine the status of each V8 document. Once all V8 documents corresponding to a V2 document are accepted, V8 records are deleted from GSCL. Below is an example of a GCSL entry in FFIS.



## PCMS to FFIS Interface, *continued*

ACTION: R TABLEID: GSCL USERID: NF03					
*** GENERIC SCHEDULE CONTROL LINE INQUIRY TABLE ***					
KEY IS AGENCY CODE, FEEDER ID, CONTROL ID, TC, DOCUMENT ID					
AGENCY CODE : 11					
FEEDER ID : PCMS					
CONTROL ID : B0094002012					
	TC DOCUMENT ID	AMOUNT	STATUS/DATE	VENDOR CODE D.O.	MISC
01_	V8 00003717370	0.00	L 06 / 24 / 00	B009400201 2	
02_	V8 00003717371	0.00	L 06 / 24 / 00	B009400201 2	
03_			/ /		

## File Transmission Verification Table (FTVT)

Agencies may verify that their transmission files have been received by viewing the FFIS File Transmission Verification Table (FTVT). This table will store the PCMS feeder ID, date, and time from the Header Record sent from PCMS and the date and time that the file passed through FFIS. These fields can be compared against future transmissions to avoid the processing of duplicate files. Below is an example of a FTVT Table entry.

ACTION: S TABLEID: FTVT USERID: NF03						
FILE TRANSMISSION VERIFICATION TABLE						
KEY IS SYSTEM ID, DATE CREATED, TIME CREATED						
	SYSTEM ID	DATE CREATED	TIME CREATED	FILE DESCR	DATE RECEIVED	TIME RECEIVED
01_	PCMS	06 21 00	03 : 03 : 22	PCMS PAYMENT	06 22 00	17 : 25 : 37
02_	PCMS	06 27 00	08 : 35 : 21	PCMS PAYMENT	06 27 00	12 : 27 : 57
03_	PCMS	06 27 00	12 : 20 : 12	POST PAYMENT ADJ	06 27 00	12 : 27 : 57
—						

*GIDT Table*

The PCMS to FFIS interface does not use GIDT or TIDT.

*Correcting  
Rejected PCMS  
Documents*

Agencies are responsible for reviewing rejected V2, V8, V5 documents on SUSF. PCMS validates the accounting before it sends the documents to FFIS, however the possibility exists that documents may still reject. If a document does reject, then correct the documents and process online.

## PCMS to FFIS Interface, *continued*

---

A document may reject for the following reasons:

- ◆ Invalid Accounting due to differences between the FFIS ACXT and the PCMS stored version of ACXT
- ◆ Missing or invalid ACED and ACEN table entries
- ◆ Missing ACXT entries
- ◆ Funds Control Issues



V2 documents should never reject. However, if V2 documents reject, they have the highest priority for correction.

### *PCMS Generated Reports*

If errors are encountered, PCMS will generate reports, which can be used to assist in correcting rejected documents. The following reports can be requested through the LAPC:

- ◆ PCMS Reject Report
- ◆ PCMS Unmatched ACXT Transactions Report
- ◆ PCMS Report of Locked Transactions

### *PCMS Business Process*

Once the Standard Voucher documents have been corrected and accepted in FFIS, the FFIS-PCMS Interface:

- ◆ Includes a copy of the accepted documents in the file to be returned to PCMS
- ◆ PCMS verifies that the dollar amounts are the same as the original V8 or V5

## PCMS to FFIS Interface, *continued*

---

- ◆ The cardholder transaction related to the rejected document is locked until PCMS receives the accepted document. The cardholder will not be able to modify this transaction until PCMS “unlocks” the transaction. PCMS will unlock the transaction when it receives an accepted document back from FFIS.



It is imperative that Agency personnel do not modify the dollar amount fields in any way while attempting to corrected rejected documents online. If dollar amount fields are changed, a special online processing must take place immediately to ensure that FFIS and PCMS have accurate accounting in both accounting systems.

---

### PCMS DO'S

While problem solving PCMS interface errors in FFIS you **should**:

- ◆ Research the accounting intended to be on the document.
- ◆ Change the User's profile accounting when receiving rejects for a particular user.
- ◆ Delete and Add only for ACXT records that must be changed.
- ◆ Require on Transaction Category Table (TCAT) that the documents balance to zero.
- ◆ Use a four position Budget Object Code (BOC)



If the dollar amount field has been modified erroneously, special online processing must take place immediately to ensure that FFIS and PCMS have accurate accounting in both accounting systems.

## PCMS to FFIS Interface, *continued*

---

While problem solving PCMS interface errors in FFIS you **should NOT**:

*PCMS DO NOT'S*

- ◆ Change the Trans Type
  - ◆ For the V5, V8 - Do not change TCAT to accept a non-zero balanced document
  - ◆ Change an entry on ACXT with an Action of 'C'
  - ◆ Repeat the first line of any document in lines 002 and higher
  - ◆ Blank out the BFY
  - ◆ Change dollar amounts
  - ◆ Use two position or blank BOC for a non-clearing account line
-

## PRCH to FFIS Interface

---

### *Transaction codes*

The transaction codes and their descriptions for PRCH to FFIS interface are listed below:

FFIS TRANSACTION CODE						
PRCH ORDER TYPE	ORDER	RECEIPT	INVOICE	FOREIGN CURRENCY INVOICE	OPAC PAYABLE	STANDARD VOUCHER
40	GA (MO)	EA (RC)	VA (PV)	RV (PV)	KA (DD)	SP (SV)
41	GB (MO)	N/A	VB (PV)	RV (PV)	KB (DD)	SP (SV)
41p	GB (MO)	N/A	VB (PV)	N/A	N/A	N/A
42	GC (MO)	N/A	VC (PV)	N/A	N/A	SP (SV)
43	GD (MO)	N/A	VD (PV)	N/A	KD (DD)	SP (SV)
45	N/A	N/A	VE (PV)	N/A	N/A	SP (SV)

---

### *GIDT Table - GA, GB, GC, GD, EA Documents*

The table below provides the information necessary to use GIDT for PRCH obligations:

Field	Definition
Key 1	PRCH Purchase Order Number
Key 2	PRCH Line Item
Key 3	PRCH Accounting Line
Key 4	Blank



The PRCH interface overwrites the “GA” in the FFIS Document field with “EA” so that subsequent payment vouchers will reference the receipt rather than the obligation.

## PRCH to FFIS Interface, *continued*

---

*GIDT Table -  
VA,VB, VC, VD,  
VE, RV Documents*

The table below provides the information necessary to use GIDT for PRCH payment documents:

Field	Definition
Key 1	PRCH Invoice Number
Key 2	PRCH Purchase Order Number
Key 3	PRCH Line Item
Key 4	PRCH Accounting Line

---

*GIDT Table - KA,  
KB, KD, VA,VB,  
VC, VD, VE, RV  
Documents  
(additional  
payments)*

The table below provides the information necessary to use GIDT for PRCH payment documents:

Field	Definition
Key 1	PRCH Purchase Order Number
Key 2	"LAST PAYMENT NUMBER"
Key 3	Blank
Key 4	Blank



To determine the next payment voucher document number, the PRCH interface creates a GIDT entry with specific information in key 2.

---

## PRCH to FFIS Interface, *continued*

---

*GIDT Table - KA,  
KB, KD Documents*

The table below provides the information necessary to use GIDT for PRCH OPAC documents:

Field	Definition
Key 1	PRCH Direct Disb Number (OPAC Bill #) & "SIBAC"& Inv Date (from interface record)
Key 2	PRCH Purchase Order Number
Key 3	PRCH Line Item
Key 4	PRCH Accounting Line



To determine the next payment voucher document number, the PRCH interface creates a GIDT entry with specific information in key 2. See table above.

*Correcting  
Rejected PRCH  
Documents*

The remainder of this section discusses the most common errors specifically related to the PRCH interface and the associated solution.

---

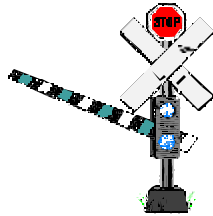
*ACC AMT>OBL LINE  
AMT and USE P/F=F  
TO DO TOL CHKS*

The ACC AMT>OBL LINE AMT and USE P/F=F TO DO TOL CHKS error messages typically come in pairs through the PRCH Interface. They appear on receipt (EA) documents when the amount being received is greater than the original obligation amount stored in FFIS.

**SOLUTION:** In this situation, there is more than likely a rejected modification document for an increase to the original obligation. Scan SUSF for the modification document. It will have a TRANS CODE equal to GA and the same SEC1 and Document number as the receipt document you are currently viewing.

## PRCH to FFIS Interface, *continued*

---



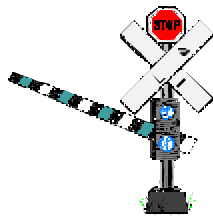
**Warning:** Under no circumstances may you set the P/F flag on the document to F, to force the document to process. Doing so will fully liquidate any outstanding obligation amount. If there are additional receipts for this order, they will reject due to lack of funds.

In the event you cannot locate the rejected modification to the original obligation, contact the help desk.

EXP AMT>ACC LINE  
AMT and USE P/F=F  
TODO TOL CHKS

The EXP AMT>ACC LINE AMT and USE P/F=F TODO TOL CHKS error messages typically come in pairs through the PRCH Interface. It will appear on the payment voucher (VA) document that references a receipt (EA) document when the amount being invoiced is greater than the original receipt amount stored in FFIS.

SOLUTION: In this situation, there is more than likely a rejected modification document for an increase to the original receipt. Scan SUSF for the modification document. It will have a TRANS CODE equal to EA and the same SEC1 and Document number as the payment voucher document you are currently viewing.



**Warning:** Under no circumstances may you set the P/F flag on the document to F, to force the document to process. Doing so will fully liquidate any outstanding obligation amount. If there are additional invoices for this order, they will reject due to lack of funds. In the event you cannot locate the rejected modification to the original receipt, contact the help desk.



## PRCH to FFIS Interface, *continued*

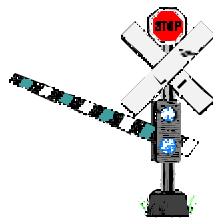
---

EXP AMT>OBL LINE  
AMT and USE P/F  
TO DO TOL CHKS

The EXP AMT>OBL LINE AMT and USE P/F TO DO TOL CHKS error messages typically come in pairs. They appear on the payment voucher (VA, VB, VC, VD) document that references an obligation (GA, GB, GC, GD) document when the amount being invoiced is greater than the original obligation amount stored in FFIS.

SOLUTION: For PRCH documents in this situation, there is more than likely a rejected modification document for an increase to the original obligation. Scan SUSF for the modification document. It will have a TRANS CODE equal to GA, GC, GB or GD depending on the payment type. It will have the same SEC1 and first 9 digits of document number as the payment voucher document you are currently viewing.

For payment documents, reduce the amount you are paying to equal the outstanding reference amount (OUTS REF AMT) which shows on your line screen. Then add another line to pay the difference.



**PRCH Warning:** Under no circumstances may you set the P/F flag on the document to F to force the document to process. Doing so will fully liquidate any outstanding obligation amount. If there are additional invoices for this order, they will reject due to lack of funds.

In the event you cannot locate the rejected modification to the original obligation, contact the help desk.

Held PRCH  
Documents

No action is required by the agency for the following PRCH transaction codes:

- ◆ RV
- ◆ KA
- ◆ KB
- ◆ KD
- ◆ SP

These documents are managed and corrected by National Finance Center Personnel.

## PRCH to FFIS Interface, *continued*

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The only documents that are placed in the HELD status by the PRCH interface, are payment documents (i.e., VA, VB, VC, VD, VE, RV, KA, KB, and KD) which have dollar amounts that do not agree with what is on PRCH INQ.

For these documents, users must compare the dollar amount in FFIS with that in PRCH INQ. The table below shows how to proceed:

If ...	Then ...
The user determines that the dollar amount of the payment in FFIS is correct,	It is safe to process the document.
The dollar amount is wrong in FFIS,	There is a problem outside normal correction procedures.  The user must now determine the error on PRCH INQ.

## PROP to FFIS Interface

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The PROP interface is a **two-way interface**. Transactions collected in PROP are sent to FFIS where they update FFIS tables. The appropriate transactions are also extracted from FFIS and sent back to PROP. This outward interface process is transparent to the average FFIS user.

*Transaction  
codes*

The transaction codes and their descriptions for PROP to FFIS interface are listed below:

Transaction Code	Document Type
DV	PROP Standard Voucher

*GIDT Table*

The PROP to FFIS interface does not use GIDT or TIDT.

## TELE to FFIS Interface

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### *Transaction codes*

The transaction codes and their descriptions for TELE to FFIS interface are listed below:

Transaction Code	Document Type
VT	TELE Payment Vouchers - Payment Voucher (PV)
SE	TELE Accrual Document - Standard Voucher (SV)

### *GIDT Table - VT Document*

The table below provides the information necessary to use GIDT for TELE payments:

Field	Definition
Key 1	Budget Fiscal Years
Key 2	TELE Account Number
Key 3	TELE Period of Service Date
Key 4	Document Number

## TRAN to FFIS Interface

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### *Transaction codes*

The transaction codes and their descriptions for TRAN to FFIS interface are listed below:

Transaction Code	Document Type
T1	TRAN Invoice - Transportation Invoice (TN)
T2	TRAN Third Party Payment Voucher - Travel Payment Voucher (TP)

### *GIDT Table - T1 Document*

The table below provides the information necessary to use GIDT for TRAN transportation invoices:

Field	Definition
Key 1	Position 1-9: TRAN Carrier ID # Position 13-24: Feeder System Invoice Number or Travel Agent Ref # Position 25-32: Government Transportation Request Number (GTR)
Key 2	Accounting Class
Key 3	Object Class
Key 4	Position 1-20: Employee Name (Issued Ticket) Position 21-34: Feeder System Schedule Number and Seq Number Plus Line Number

## TRAN to FFIS Interface, *continued*

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GIDT Table - T2  
Document

The table below provides the information necessary to use GIDT for TRAN payments:

Field	Definition
Key 1	Position 1-9: TRAN Carrier ID # Position 13-24: Feeder System Invoice Number Position 25-32: Government Bill of Lading (GBL)
Key 2	Accounting Class
Key 3	Object Class
Key 4	Position 1-20: Carrier Name Position 21-34: FFIS Transaction Number and Line Number

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## TRVL to FFIS Interface

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### Transaction codes

The transaction codes and their descriptions for TRVL to FFIS interface are listed below:

Transaction Code	Document Type
XA	TRVL Advance to Employee - Travel Order Document (TO)
XO	TRVL Obligation - Travel Order Document (TO)
XT	TRVL Travel Voucher (TDY) - Travel Voucher Document (TV)
XV	TRVL Travel Voucher (RELO) - Travel Voucher Document (TV)
XP	TRVL Relo Service Payment Voucher - Payment Voucher Document (PV)
XZ	TRVL Payroll Zap - Cash Receipt Document (CR)
XC	TRVL Cash Receipt (Advance Collection) - Cash Receipt Document (CR)
XN	TRVL Distribution of Cash Balances Voucher - Standard Voucher Document
XE	TRVL HIT/OASDI Matching Agency Expense - Standard Voucher Document
XG	TRVL Guest Treasury Symbol Voucher - Standard Voucher Document
XW	TRVL Withholding Tax Voucher - Standard Voucher Document
XD	TRVL Dummy Advance - Travel Order Document (TO)

### Table information



**Travel Interface Document Inquiry Table (TIDT)** relates all travel documents created for a travel transaction. The TRVL to FFIS interface uses TIDT rather than GIDT

## TRVL to FFIS Interface, *continued*

### *TIDT Table*

The Travel Interface Document Tracking (TIDT) table is a link between the Travel feeder system and FFIS. This table provides a crosswalk of the feeder transaction to the FFIS transaction and is automatically updated by the interface. The table below provides the information necessary to use TIDT for the TRVL to FFIS interface:

Element	Description
SSN	Social Security Number
Auth No	Authorization Number
Agcy	Agency document created in
Type	Four position code identifying types of transactions
Begin Date	Begin date of travel (Not used for obligations)
End Date	End Date of travel (Not used for obligations)
Accounting Class	Accounting Structure Code (ACCS) (Obligations only)
BOC	Budget Object Class (Obligations only)
Schd #	Feeder System Schedule Number
Seq #	Sequence number of transaction
FFIS DocID	FFIS Trans Code, Trans Number and Line Number
Vendor	FFIS Vendor Code

### *Correcting Rejected TRVL Documents*

Agencies are responsible for reviewing rejected Travel documents on SUSF. Due to the critical nature of these documents, they should be worked on a daily basis. The chart below presents the most common encountered TRVL interface errors, their cause and solutions to resolve the errors.



## TRVL to FFIS Interface, *continued*

Error	Cause	Solution
Invalid Vendor Code	All employees are established as FFIS Employee 'E' type vendors. Either the traveler is a new employee not yet established, or they are not an employee of the agency.	If the traveler is an employee, request that they be established as an FFIS vendor.  If the traveler is not an employee of the agency, but the agency is reimbursing their travel, request that the traveler be established on the FFIS VEND table with a vendor type of "Q".
Payment with no matching Obligation	It is possible that a payment voucher could be transmitted through the interface prior to the obligation being transmitted. This could occur when the Obligation does not pass validation in the interface, but the payment does.	Determine whether the Obligation is already on SUSF in a reject status. If so, process the Obligation and then process the corresponding payment.  If the Obligation is not in FFIS (rejected or otherwise), determine whether the obligation being referenced is in the TRVL feeder system and determine the reason why it is not processing through the TRVL interface.
The obligation was entered into the TRVL feeder, but is not on GIDT.	The obligation has not passed edits within the TRVL interface.	Research the voucher to determine why it is not meeting the criteria of the interface.

## UTVN to FFIS Interface

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### *Transaction codes*

The transaction codes and their descriptions for UTVN to FFIS interface are listed below:

Transaction Code	Document Type
UV	UTVN Payment Vouchers - Payment Voucher Document (PV)
SU	UTVN Accrual Document - Standard Voucher Document (SV)

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### *GIDT Table - UV Document*

The table below provides the information necessary to use GIDT for UTVN payments:

Field	Definition
Key 1	Budget Fiscal Years
Key 2	UTVN Account Number
Key 3	UTVN Period of Service Date
Key 4	Trans Number

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## Appendices



## Appendix A: Feeder System Transactions by Feeder System

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Feeder System	Document Name	FFIS Document	Related Inquiry Tables
ABCO	ABCO Standard Voucher - Standard Voucher Document	A0	JVLT
	ABCO Billing Document - Billing Document	A1	ARHT, ARLT
	ABCO Cash Receipt Document - Cash Receipt Document	A2	CRHT, CRLT
	ABCO Voluntary Collection - Cash Receipt Document	A3	CRHT, CRLT
	ABCO Travel Advance Repayments-Cash Receipt Document (CR)	A4	CRHT, CRLT
	ABCO Refunds - Payment Voucher	A5	PVHT, PVLt
	ABCO OPAC Reversal - Standard Voucher Document (SV)	A6	JVLT
	ABCO Bank Deposit - Cash Receipt Document (CR)	A7	CRHT, CRLT
	ABCO Suspense Postings - Standard Voucher Document	A8	JVLT
	ABCO Unapplied Postings - Standard Voucher Document	A9	JVLT
	ABCO History/Closed - Standard Voucher Document (SV)	AG	JVLT
	ABCO History/Closed - Standard Voucher Document (SV)	AH	JVLT
	Out-Of-House Estimated Receivables	OE	JVLT
	ABCO Write Off Document-Write Off Document	WR	CRHT, CRLT
CAPS	CAPS Payment Voucher - Payment Voucher Document	SW	JVLT
FEDS	FEDS Obligation	FO	OBLH, OBLI
	FEDS Payment Voucher	FV	PVHT, PVLt
	FEDS OPAC Disbursement	OD	PVHT, PVLt
	FEDS Standard Voucher	SF	JVLT

## Appendix A: Feeder System Transactions by Feeder System, *continued*

Feeder System	Document Name	FFIS Document	Related Inquiry Tables
FTSP	FTSP OPAC Disbursement	DF	PVHT, PVLT
	FTSP Accrual/Suspense	VF	JVLT
GVTS	GVTS Payment Vouchers - Payment Voucher Document	G1	PVHT, PVLT
	GVTS Travel Invoice - Travel Invoice Document	G2	TNHT, TNLT, PVHT, PVLT
	GVTS Standard Voucher - Standard Document	G3	JVLT
MPOL	MPOL OPAC Disbursement	DM	PVHT, PVLT
	MPOL Suspense	VM	JVLT
OTRS	OTRS Standard Voucher Document	OS	JVLT
	OTRS-SV to reverse OS document. (Manual entry document)	O2	JVLT
PACS	PACS Liability for Employee Withholding	GP	JVLT
	PACS Default Accounting for Salary and Expense	GS	JVLT
	PACS Default Accounting for Withholding	GW	JVLT
	PACS Liability for Employee Withholding	GX	JVLT
	PACS Self Reversing for M-cycles	MP	JVLT
	PACS Self Reversing for M-cycles	MS	JVLT
	PACS Self Reversing for M-cycles	MT	JVLT
	PACS Self Reversing for M-cycles	MW	JVLT
	PACS Standard Voucher	PY	JVLT
	PACS Liability for Employee Withholding	TW	JVLT
	PACS End of Period Accruals	YA	JVLT

## Appendix A: Feeder System Transactions by Feeder System, *continued*

Feeder System	Document Name	FFIS Document	Related Inquiry Tables
PCMS	PCMS Payment Voucher	V2	PVHT, PVLT, GSCH
	PCMS Standard Voucher - Cardholder Modification	V5	JVLT
	PCMS Standard Voucher - Cardholder Details	V8	JVLT, GSCL
PRCH	PRCH Type 40 Receiver	EA	RCHT, RCLA
	PRCH Type 40 Obligation	GA	OBLH, OBLI
	PRCH Type 41 and 41P Obligation	GB	OBLH, OBLI
	PRCH Type 42 Obligation	GC	OBLH, OBLI
	PRCH Type 43 Obligation	GD	OBLH, OBLI
	PRCH Type 40 OPAC Disbursement	KA	PVHT, PVLT
	PRCH Type 41 OPAC Disbursement	KB	PVHT, PVLT
	PRCH Type 43 OPAC Disbursement	KD	PVHT, PVLT
	PRCH Foreign Currency Payment Voucher	RV	PVHT, PVLT
	PRCH Standard Voucher	SP	JVLT
	PRCH Type 40 Payment Voucher	VA	PVHT, PVLT
	PRCH Type 41 Payment Voucher	VB	PVHT, PVLT
	PRCH Type 42 Payment Voucher	VC	PVHT, PVLT
	PRCH Type 43 Payment Voucher	VD	PVHT, PVLT
	PRCH Type 45 Payment Voucher	VE	PVHT, PVLT
PROP	PROP Standard Voucher	DV	JVLT
TELE	TELE Accrual	SE	JVLT
	TELE Payment Voucher	VT	PVHT, PVLT
TRAN	TRAN Invoice	T1	TNHT, TNLT, PVHT, PVLT
	TRAN Third Party Payment Voucher	T2	PVHT, PVLT, TPLT

## Appendix A: Feeder System Transactions by Feeder System, continued

Feeder System	Document Name	FFIS Document	Related Inquiry Tables
TRVL	TRVL Advance	XA	TADV, TVAT
	TRVL Cash Receipt (Advance Collection)	XC	CRHT, CRLT
	TRVL Dummy Advance	XD	TADV, TVAT
	TRVL HIT/OASDI Matching Agency Expense	XE	JVLT
	TRVL Guest Treasury Symbol Voucher	XG	JVLT
	TRVL Standard Voucher	XN	JVLT
	TRVL Travel Order	XO	TOHT, TOLT
	TRVL Payment Voucher (Relo)	XP	PVHT, PVLt, TPLT
	TRVL Travel Voucher (TDY)	XT	TVHT, TVAT, PVHT, PVLt
	TRVL Travel Voucher (Relo)	XV	TVHT, TVAT, PVHT, PVLt
	TRVL Withholding Tax Voucher	XW	JVLT
	TRVL Payroll Zap	XZ	CRHT, CRLT
UTVN	UTVN Accrual Document - Standard Voucher Document	SU	JVLT
	UTVN Payment Vouchers - Payment Voucher Document	UV	PVHT, PVLt



## Appendix B: Feeder System Transactions by FFIS Document

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FFIS Document	Feeder System	Document Name	Related Inquiry Tables
A0	ABCO	ABCO Standard Voucher - Standard Voucher Document	JVLT
A1	ABCO	ABCO Billing Document - Billing Document	ARHT, ARLT
A2	ABCO	ABCO Cash Receipt Document - Cash Receipt Document	CRHT, CRLT
A3	ABCO	ABCO Voluntary Collection - Cash Receipt Document	CRHT, CRLT
A4	ABCO	ABCO Travel Advance Repayments-Cash Receipt Document (CR)	CRHT, CRLT
A5	ABCO	ABCO Refunds - Payment Voucher	PVHT, PVLT
A6	ABCO	ABCO OPAC Reversal - Standard Voucher Document (SV)	JVLT
A7	ABCO	ABCO Bank Deposit - Cash Receipt Document (CR)	CRHT, CRLT
A8	ABCO	ABCO Suspense Postings - Standard Voucher Document	JVLT
A9	ABCO	ABCO Unapplied Postings - Standard Voucher Document	JVLT
AG	ABCO	ABCO History/Closed - Standard Voucher Document (SV)	JVLT
AH	ABCO	ABCO History/Closed - Standard Voucher Document (SV)	JVLT
OE	ABCO	Out-Of-House Estimated Receivables	JVLT
DF	FTSP	FTSP OPAC Disbursement	PVHT, PVLT
DM	MPOL	MPOL OPAC Disbursement	PVHT, PVLT
EA	PRCH	PRCH Type 40 Receiver	RCHT, RCLA
FO	FEDS	FEDS Obligation	OBLH, OBLI
FV	FEDS	FEDS Payment Voucher	PVHT, PVLT

## Appendix B: Feeder System Transactions by FFIS Document, *continued*

FFIS Document	Feeder System	Document Name	Related Inquiry Tables
G1	GVTS	GVTS Payment Vouchers - Payment Voucher Document	PVHT, PVLT
G2	GVTS	GVTS Travel Invoice - Travel Invoice Document	TNHT, TNLT, PVHT, PVLT
G3	GVTS	GVTS Standard Voucher - Standard Document	JVLT
GA	PRCH	PRCH Type 40 Obligation	OBLH, OBLT
GB	PRCH	PRCH Type 41 and 41P Obligation	OBLH, OBLT
GC	PRCH	PRCH Type 42 Obligation	OBLH, OBLT
GD	PRCH	PRCH Type 43 Obligation	OBLH, OBLT
GP	PACS	PACS Liability for Employee Withholding	JVLT
GS	PACS	PACS Default Accounting for Salary and Expense	JVLT
GW	PACS	PACS Default Accounting for Withholding	JVLT
GX	PACS	PACS Liability for Employee Withholding	JVLT
KA	PRCH	PRCH Type 40 OPAC Disbursement	PVHT, PVLT
KB	PRCH	PRCH Type 41 OPAC Disbursement	PVHT, PVLT
KD	PRCH	PRCH Type 43 OPAC Disbursement	PVHT, PVLT
MP	PACS	PACS Self Reversing for M-cycles	JVLT
MS	PACS	PACS Self Reversing for M-cycles	JVLT
MT	PACS	PACS Self Reversing for M-cycles	JVLT
MW	PACS	PACS Self Reversing for M-cycles	JVLT
OD	FEDS	FEDS OPAC Disbursement	PVHT, PVLT

FFIS Document	Feeder System	Document Name	Related Inquiry Tables
OE	ABCO	Out-Of-House Estimated Receivables	JVLT
O2	OTRS	OTRS-SV to reverse OS document. (Manuel entry document)	JVLT
OS		OTRS Standard Voucher Document	JVLT

## Appendix B: Feeder System Transactions by FFIS Document, *continued*

FFIS Document	Feeder System	Document Name	Related Inquiry Tables
PY	PACS	PACS Standard Voucher	JVLT
RV	PRCH	PRCH Foreign Currency Payment Voucher	PVHT, PVLt
SE	TELE	TELE Accrual	JVLT
SF	FEDS	FEDS Standard Voucher	JVLT
SP	PRCH	PRCH Standard Voucher	JVLT
SU	UTVN	UTVN Accrual Document - Standard Voucher Document	JVLT
SW	CAPS	CAPS Payment Voucher - Payment Voucher Document	JVLT
T1	TRAN	TRAN Invoice	TNHT, TNLT, PVHT, PVLt
T2	TRAN	TRAN Third Party Payment Voucher	PVHT, PVLt, TPLT
TW	PACS	PACS Liability for Employee Withholding	JVLT
UV	UTVN	UTVN Payment Vouchers - Payment Voucher Document	PVHT, PVLt
V2	PCMS	PCMS Payment Voucher	PVHT, PVLt, GSCH
V5	PCMS	PCMS Standard Voucher - Cardholder Modification	JVLT
V8	PCMS	PCMS Standard Voucher - Cardholder Details	JVLT, GSCL

FFIS Document	Feeder System	Document Name	Related Inquiry Tables
VA	PRCH	PRCH Type 40 Payment Voucher	PVHT, PVLTT
VB	PRCH	PRCH Type 41 Payment Voucher	PVHT, PVLTT
VC	PRCH	PRCH Type 42 Payment Voucher	PVHT, PVLTT
VD	PRCH	PRCH Type 43 Payment Voucher	PVHT, PVLTT
VE	PRCH	PRCH Type 45 Payment Voucher	PVHT, PVLTT
VF	FTSP	FTSP Accrual/Suspense	JVLT

## Appendix B: Feeder System Transactions by FFIS Document, *continued*

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FFIS Document	Feeder System	Document Name	Related Inquiry Tables
VM	MPOL	MPOL Suspense	JVLT
VT	TELE	TELE Payment Voucher	PVHT, PVL
WR	ABCO	ABCO Write Off Document-Write Off Document	CRHT, CRL
XA	TRVL	TRVL Advance	TADV, TVAT
XC	TRVL	TRVL Cash Receipt (Advance Collection)	CRHT, CRL
XD	TRVL	TRVL Dummy Advance	TADV, TVAT
XE	TRVL	TRVL HIT/OASDI Matching Agency Expense	JVLT
XG	TRVL	TRVL Guest Treasury Symbol Voucher	JVLT
XN	TRVL	TRVL Standard Voucher	JVLT
XO	TRVL	TRVL Travel Order	TOHT, TOLT
XP	TRVL	TRVL Payment Voucher (Relo)	PVHT, PVL, TPL
XT	TRVL	TRVL Travel Voucher (TDY)	TVHT, TVAT, PVHT, PVL
XV	TRVL	TRVL Travel Voucher (Relo)	TVHT, TVAT, PVHT, PVL
XW	TRVL	TRVL Withholding Tax Voucher	JVLT
XZ	TRVL	TRVL Payroll Zap	CRHT, CRL
YA	PACS	PACS End of Period Accruals	JVLT

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## Appendix C: Answers to Frequently Asked Questions

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Q Who is responsible for making sure that there are no documents on SUSF in a status other than 'Accepted'?

A The Agency should develop a formalized business process for working each type of document that hits the SUSF table. The agency designates, in the Memorandum of Understanding (MOU), certain document types that will be worked by personnel at the NFC. For any document not covered in the MOU, specific agency personnel should be assigned the task of working certain document types on SUSF.

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Q Sometimes the volume of documents rejected on SUSF is more than I can manually scan. Is there a way to know how many documents are rejected?

A The Location can arrange to receive baseline reports daily notifying them of the volume of rejected documents on SUSF. These reports, or the information contained therein, can be requested through your Location.

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Q If I am unable to correct a rejected document and have exhausted my resources, what do I do?

A Call the ARS Helpdesk. Your request will be routed to a group with the expertise to help you quickly resolve the issue.

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Q When I retrieve all rejected documents, open one of them, then return to SUSF, I no longer see all rejected documents. Is this accurate?

A This is accurate. Once you open a document from SUSF, you are actually going to another location in the database. Therefore, when you exit the document and come back to view SUSF, the data has been sorted sequentially, not by status.

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## Appendix C: Answers to Frequently Asked Questions, *continued*

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Q      How are documents stored on the SUSF table?

A      Documents are stored in ascending order by Transaction Code, SEC1, then Document Number.

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Q      How long do rejected documents remain on the SUSF table?

A      Rejected documents stay on SUSF until they are corrected and processed - indefinitely.

## Appendix D: Feeder System Procedural References

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### **United States Code**

31 U.S.C.                      Money and Finance

### **United States Treasury Department**

TFM Vol. I, Part 2,              Treasury Financial Manual, Expenditure  
Ch. 2500                      Transactions Between Appropriation, Fund, and  
   Receipt Accounts

### **Federal Regulations**

5 CFR, Part 610              Civil Service Rules, Hours of Duty  
5 CFR, Part 732              Civil Service Rules, National Security Position  
41 CFR                      Public Contracts and Property Management  
48 CFR                      Federal Acquisition Regulation (FAR) System

FTRs                      Federal Travel Regulations

JFMIP                      Joint Financial Management Improvement Program,  
   Framework for Federal Financial Management Systems

### **Government Accounting Office**

GAO Manual Title 7      GAO's Policy and Procedures Manual for Guidance of  
   Federal Agencies – Fiscal Guidance

### **Office of Management and Budget (OMB)**

OMB Circular A-34      Instructions on Budget Execution

### **Department of Agriculture (USDA) (Miscellaneous)**

Labor Management Relations Contract, Article 15



## Appendix D: Feeder System Procedural References, *continued*

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### **USDA Regulations (DRs)**

DR 1043-40	Assignment of Responsibilities for Review and Oversight of Working Capital Fund Activities
DR 1600	Facilities and Space Management
DR 1620-2	USDA Space Management Policy
DR 2300	Travel and Transportation
DR 3300	Telecommunications Management
DR 4100	Employee Development, Performance, and Utilization
DR 5000	Procurement Management
DR 5100	Real Property Management
DR 5400	Fleet Management
ATRs	Agriculture Travel Regulations

### **National Finance Center Procedures**

Title II, Ch. 2, Sec. 1	Voucher and Invoice Payments Manual, Travel and Transportation Payments, Travel System
Title II, Ch. 2, Sec. 3	Voucher and Invoice Payments Manual, Travel and Transportation Payments, Common Carrier – Government Transportation Requests (GTRs)
Title II, Ch. 2, Sec. 4	Voucher and Invoice Payments Manual, Travel and Transportation Payments, Common Carriers – Government Bills of Lading (GBLs)
Title II, Ch. 2, Sec. 5	Voucher and Invoice Payments Manual, Travel and Transportation Payments, Government Transportation System (GVTS)
Title II, Ch. 3, Sec. 1	Voucher and Invoice Payments Manual, Special Vendor Payments, Utility Vendors System (UTVN)
Title II, Ch. 3, Sec. 3	Voucher and Invoice Payments Manual, Special Vendor Payments, Telephone Vendors System (TELE)
Title II, Ch. 4, Sec. 1	Voucher and Invoice Payments Manual, General Services Administration (GSA) Payment Transactions, Federal Standard Requisitioning and Issue Procedures System (FEDSTRIP)

## Appendix D: Feeder System Procedural References, *continued*

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Title II, Ch. 4, Sec. 2	Voucher and Invoice Payments Manual, General Services Administration (GSA) Payment Transactions, Motor Pool System (MPOL)
Title II, Ch. 4, Sec. 5	Voucher and Invoice Payments Manual, General Services Administration (GSA) Payment Transactions, Federal Telephone System Payments (FTSP)
Title II, Ch. 5, Sec. 1	Voucher and Invoice Payments Manual, Procurement Payment Activities, Purchase Order System (PRCH)
Title II, Ch. 6, Sec. 6	Voucher and Invoice Payments Manual, Other Payments, Online Payment and Collection (OPAC)
Title III, Ch. 4	Billings and Collections Manual, Administrative Billings and Collections (ABCO)
Title VI, Ch. 6, Sec. 1	Systems Access Manual, Travel and Transportation, Travel Online Data Entry
Title VI, Ch. 6, Sec. 2	Systems Access Manual, Travel and Transportation, Travel System Data Entry Procedures for Personal Computer (PC-TRVL)
Title VI, Ch. 6, Sec. 3	Systems Access Manual, Travel and Transportation, Travel System Online Inquiry
Title VI, Ch. 7, Sec. 1	Systems Access Manual, Procurement and Other Payments, Purchase Order Online Data Entry and Inquiry (PRCHENT)
Title VI, Ch. 7, Sec. 3	Systems Access Manual, Procurement and Other Payments, Purchase Order Online Inquiry System (PRCHINQ)
Title VI, Ch. 7, Sec. 9	Systems Access Manual, Procurement and Other Payments, Personal Computer FEDSTRIP System (PC-FEDS)

## Appendix D: Feeder System Procedural References, *continued*

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Title VI, Ch. 7, Sec. 10 Systems Access Manual. Procurement and Other  
Payments, FEDSTRIP Online Inquiry System

Title VI, Ch. 7, Sec. 14 Systems Access Manual, Procurement and Other  
Payments, Purchase Card Management System

## Appendix E: Feeder System Input Forms

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### **Department of Agriculture (AD)**

AD-202	Travel Authorization/Advance
AD-202-M	Travel Authorization/Advance, Attachment for Multiple Travelers
AD-202-R	Travel Authorization/Advance, Attachment for Relocation Travel
AD-202-RE	Travel Authorization/Advance, Attachment for Election of Separate Relocation Allowances
AD-287	Employee Suggestion
AD-287-2	Recommendation and Approval of Awards
AD-343	Payroll Action Request
AD-474	Transmittal – Telephone and Utilities
AD-581	Lump-Sum Leave or Compensatory Time Payments
AD-616	Travel Voucher (Temporary Duty Travel)
AD-616-R	Travel Voucher (Relocation)
AD-633	Multi-use Standard Requisitioning/Issue Document
AD-643	Transmittal GSA Motor Pool
AD-644	Transportation Services Distribution – GSA Motor Pool
AD-672	Reimbursement or Advance of Funds Agreement
AD-673	Request to Bill
AD-700	Procurement Request
AD-742	Transfer and Adjustment Voucher
AD-838	Purchase Order
AD-838-A	Purchase Order, Partial Receipt Notification
AD-838-B	Purchase Order, Invoice Receipt Certification
AD-838-D	Purchase Order, Blanket Purchase Order (BPA) – Invoice – Receipt Certification
AD-955	GSA Telephone Transmittal

### **Department of Treasury-Financial Management Service (FMS)**

FMS-195	Judgment Fund Payment Request (Admin. Award)
FMS-196	Judgment Fund Award Data Sheet
FMS-197	Voucher for Payment Where a Settlement Agreement Has <i>Not</i> Been Executed and Attached or Where a Final Judgment Is <i>Not</i> Attached

## Appendix E: Feeder System Input Forms, *continued*

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### **General Services Administration (GSA)**

GSA-50	Requisition for Reproduction Services
GSA-2957	Reimbursable Work Authorization
GSA-2972	Agency Request for Adjustment/SIBAC Charge-Backs to FBF SLUC Billings

### **Government Printing Office (GPO)**

GPO-2511	Print Order
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### **National Finance Center (NFC)**

NFC-631	Bill for Collection
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## Appendix F: Interface Titles

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Interface Acronym	Interface Name
ABCO	Administrative Billings and Collections Systems
EMIS	Equipment Management Information System
FEDS	Federal Standard Requisitioning and Issue Procedures System
FTSP	Federal Telephone Payment System
GOALS	Government On-Line Accounting Link System
GVTIS	Government Transportation System
MINC	Miscellaneous Income Reporting System
MPOL	General Services Administration (GSA) Motor Pool System
OTRS	OPAC Tracking Reconciliation System
PACS	Payroll Accounting System
PCMS	Purchase Card Management System
PRCH	Purchase Order
PROP	Personal Property System
TELE	Telephone Vendors
TRAN	Transportation System
TRVL	Travel System
UTVN	Utilities Vendor System